

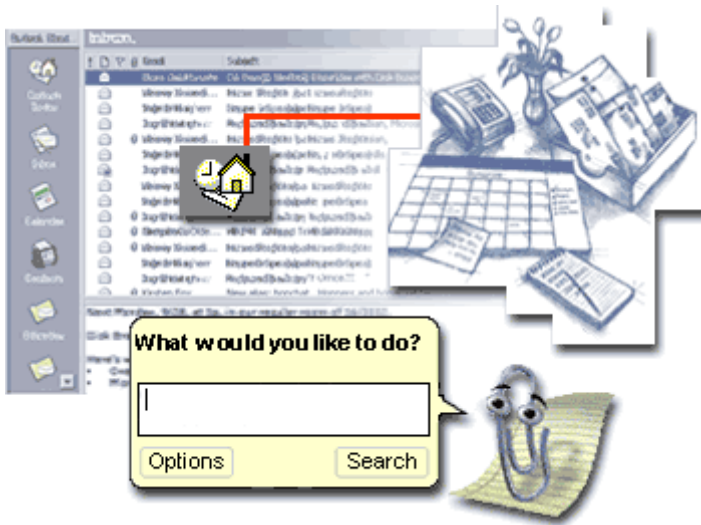
# What is Microsoft Outlook?

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Microsoft Outlook® is a messaging and personal information management program. It centralizes many of the everyday tools you use and activities you perform to keep your business and personal life in order.



You can use Outlook on its own without e-mail capability, or in conjunction with an e-mail server - either your company's server, a server at an Internet e-mail service you subscribe to, or both. If you use Outlook with Microsoft Exchange Server, you can take advantage of additional features and functionality.

Inside Outlook, you'll find:

**E-mail** Correspond with others, send pictures and other file attachments, add security to confidential messages, share electronic business cards, send and respond to meeting and task requests, and filter out junk e-mail and messages with adult content.

**Calendar** Schedule appointments, meetings, and all-day events, and track holidays, special occasions, and other important dates.

**Address Book and Contact list** Store names, addresses, phone numbers, and other business and personal information about business associates, friends, and family.

**Task list** Create and maintain a to-do list, categorize and prioritize your tasks, set reminders

for deadlines, and track your progress. You can also assign tasks to others, monitor their progress, and receive status reports.

**Journal** Record and track activities, such as e-mail messages you send, Microsoft Office documents you work on, and interactions with people in your Contacts folder.

## **Notes**

**Files and folders** Store and manage information using files and folders, which you can work with in Outlook similar to the way you work with files and folders in Windows® Explorer.

**Internet** View Web pages, send hyperlinks and Web pages in e-mail messages, and share calendar and contact information over the Internet.

To learn more about these features and to see what it's like to work in Outlook, [take a tour of the Outlook window](#).